CALL TO ORDER

Mayor Severns called the meeting to order at 5:00 p.m.

ROLL CALL

City Council Present:
Mayor Severns
Mayor Pro Tem Munns
Councilmember Joel Servatius
Councilmember Jim Woessner
Councilmember Jeff Mack

Staff Present:
Finance Director Patricia Soule
Public Works Director Cathy Rosen
Development Services Director Steve Powers
City Engineer Jim Bridges
Harbormaster Chris Sublet
Fire Chief Ray Merrill
Senior Planner Cac Kamak
Associate Planner Ray Lindenburg
City Admin Asst/Deputy City Clerk Lisa Felix

FINANCE

a. Updated Utility Rate Study

Patricia Soule, Finance Director and Shawn Koorn, HDR Associate Vice President provided a summary update of a the most recent Water, Wastewater, Solid Waste, and Storm Drain Rate Study. The purpose of the rate study was to provide a long-term, sustainable rate revenues for all four utilities given an adequate level to fund utility expenses in accordance with the City’s financial policies and metrics and the impacts of changing cost and environmental characteristics. The updated rate process was reviewed, and the individual utility rate results of the study were discussed. Examples of the impact of the rate increases to customers were shown as well as comparisons to neighboring cities.

Mayor Severns, Councilmember Servatius, Councilmember Woessner, City Administrator Blaine Oborn, Mayor Pro Tem Munns, Councilmember Mack provided their respective comments and questions. HDR Associate Vice President Shawn Koorn and Finance Director Patricia Soule answered the questions. An ordinance will be brought to Council at an upcoming meeting for a 3-year rate.

MARINA

a. Notification of Resolution for the Sale of Two (2) boats for non-payment of moorage and storage charges

Chris Sublet, Harbormaster provided a background summary regarding the non-payment of Marina moorage and storage charges for two boats owned by the same person. The City has followed the required actions of notification with no response or payment. The next step in the process is for Council to authorize the sale of the boats via an auction.
Councilmember Mack provided his respective comments and questions. Harbormaster Chris Sublet answered the respective questions. The resolution will be on the February 4, 2020 City Council Meeting Agenda.

ENGINEERING

a. NPDES Phase II Municipal Storm Water Permit

Cathy Rosen, Public Works Director and Steve Powers, Development Services Director provided a summary regarding the requirements of the NPDES Phase II Stormwater Permit that went into effect on August 1, 2019 and will run through July 2024. The two significant changes are in the new sections S5.C.1, Stormwater Planning and S5.C.8, Source Control Program for Existing Development, respectively. Minimum Performance measures for Stormwater Planning and Source Control Program, as well as the impact to the City were discussed. Mr. Powers discussed the Comprehensive Plan update of 2024 and in order to meet the deadline, Development Services will have to work with Public Works and Island County to potentially identify changes in the City’s land use pattern or the intensities of development density related to the impact of stormwater permits.

Mayor Pro Tem Munns, Mayor Severns, Councilmember Mack, and Councilmember Servatius, provided their respective comments and questions. Public Works Director Cathy Rosen, Development Services Director Steve Powers and City Engineer Jim Bridges answered the respective questions.

FIRE DEPARTMENT

a. CEMP Training

Fire Chief Ray Merrill provided a brief history of the Emergency Management evolution involving WA State and City of Oak Harbor plans over the past 18 years. In 2018, the OHFD updated the entire Emergency Management plan to comply with the latest regulations, state standards and FEMA requirements. In 2019, the updated plan was submitted and approved by the State Emergency Management Office. Fire Chief Merrill reviewed and discussed the Basic Plan, emergency powers, and the assignment of responsibilities (specifically related to the Mayor, Council and Fire Chief).

Mayor Pro Tem Munns and Councilmember Servatius provided their respective comments and questions. Fire Chief Ray Merrill answered the respective questions.

DEVELOPMENT SERVICES

a. Proposed C-4 Zone Code Amendment

Cac Kamak, Senior Planner provided a summary regarding New Hope Community Center application submission for a text amendment to include public assembly, recreation center, auditorium and churches as conditional uses in the C-4, Highway Commercial District zoning. The C-4 zone is overlaid with Accident Potential Zones (APZ) and the intended use is not permitted by noise attenuation standards set by the Navy. Staff is seeking feedback on the interest of Council to move forward with a code amendment and the possible policies involved.

Mayor Pro Tem Munns, Councilmember Mack, Councilmember Servatius and Councilmember Woessner, provided their respective comments and questions. Senior Planner Cac
Kamak and Development Services Director Steve Powers answered the respective questions.

b. Windjammer Park Bridge Replacement

Steve Powers, Development Services Director provided a summary regarding the replacement of the bridge currently over the Lagoon in Windjammer Park, originally built by the Rotary Club in 1965. Rotary Club of Oak Harbor and Rotary Club of North Whidbey Island Sunrise wish to partner with the City to replace the bridge. The clubs have received grants and raised funds in the amount of $40,000 and wish to purchase a bridge kit for assembly. The City would be required to provide the demolition of the existing bridge, engineering services for permitting and structural support, and the installation of the new bridge. Staff is seeking Council’s interest.

Councilmember Mack, Councilmember Servatius, Mayor Pro Tem Munns and Councilmember Woessner provided their respective comments and questions. Services Director Steve Powers and City Engineer Jim Bridges answered the respective questions. Staff will determine estimated costs and bring forward to Council both the resolution of support and the estimated costs at a later date.

c. Central Business District Development Permit Moratorium Extension

Ray Lindenburg, Associate Planner and Steve Powers, Development Services Director provided an updated summary regarding the current Central Business District (CBD) moratorium expiring and the desire to extend another six (6) months. Staff is making progress in analyzing the CBD zoning code and have had productive communications with both the Planning Commission and the Oak Harbor Main Street Association. To extend the moratorium, Council must conduct a Public Hearing and adopt an ordinance with a detailed work plan of the extended timeframe. The current moratorium expires February 28th; therefore, the Public hearing will be held and an ordinance will be brought forward at the February 18th meeting.

Mayor Pro Tem Munns, Mayor Severns, Councilmember Mack, and Councilmember Servatius, provided their respective comments and questions. Public Works Director Cathy Rosen, Development Services Director Steve Powers and City Engineer Jim Bridges answered the respective questions.

ADMINISTRATION

a. Indigent Defense Conflict Attorney Update

Blaine Oborn, City Administrator provided a summary regarding the unsuccessful attempts to acquire a contract for an Indigent Defense Conflict Attorney at the per hour rate of $75 and $85. Since the City has not received a response, the judge appoints conflict attorneys from the bench with a rate of $85. However, the rate was challenged, and the judge ordered a flat rate of $100 per hour for conflict attorneys assigned to City of Oak Harbor cases. Staff is requesting Council approve a third request for proposal with a rate of $100 per hour. If a response(s) is received, staff will bring the contract(s) forward to Council for final approval.

No questions or comments.
b. City Administrator Report

Blaine Oborn, City Administrator referenced his monthly report due to time constraints and asked if there were any questions or concerns. The purpose of the report is to communicate what the City Administrator and City staff are currently working on or planning.

Councilmember Servatius asked if an agenda will be provided prior to February 1, 2020. City Administrator Blaine Oborn responded that an agenda will be provided in coordination with the facilitator. Councilmember Servatius asked if Executime was going live as planned on April 1st. City Administrator Blaine Oborn indicated that due to union challenges, the go live date would likely be delayed.

CITY COUNCIL

Councilmember Servatius stated he would like an update on the Transportation Benefit District Tax. City Engineer Jim Bridges answered by stating a list of 2020 projects were presented to Island County to determine if the County could assist. Staff plans to update Council at the February 26th workshop. Councilmember Servatius asked if the City needed to hire additional staff to assist in the street projects.

Councilmember Servatius stated he would like an update on the status of the Legal Department regarding the vacant City Attorney position. City Administrator Blaine Oborn answered that the Assistant City Attorney is being utilized and negotiations with Grant Weed’s office continues as to determine their exact role. Any questions will go through the legal department and if needed will be referred to Grant Weed’s office.

Councilmember Servatius stated he (and other members of Council) received an email regarding smoking in the parks and the possibilities of an Ordinance. Councilmember Servatius would like this topic brought forward for discussion at an upcoming or next Workshop.

Councilmember Mack asked when the Transportation Benefit District tax would be effective. City Administrator Blaine Oborn stated April 1, 2020 was the effective date.

ADJOURN

The meeting adjourned at 7:45p.m.  Certified by: Carla Brown, City Clerk